

HTC Community Cooperation Matching Grant Fund

Description / Eligibility

Purpose/Target Area

This matching grant program is designed to assist entities in projects which sustain, enhance or improve the quality of life or safety, or which assist community growth and sustainability, within the geographic boundaries of Halstad Telephone Company (HTC) landline telephone service areas. This fund does not include small donations, which HTC considers separately.

General Application Process

The Responsible Organization (city council, EDA, or township board of jurisdiction within HTC's landline telephone service area) shall review the application to determine if it meets general criteria established by HTC and whether it meets the Responsible Organization's assessment for positive development in its community. The fund amount will be established annually by HTC. A limit per application will be established. Applications approved by the Responsible Organization are then submitted to HTC where final determination of eligibility shall be made by its Board of Directors.

Application Rules

1. Applicants shall be bona fide community organizations, but shall not include governing bodies.
2. An applicant must apply through a Responsible Organization for funds of no less than \$500, nor more than ¾ of budgeted HTC funds in a given year.
3. The Responsible Organization shall determine if such application meets the criteria for receipt of funds as generally described in this document and by the Responsible Organization's independent assessment of potential for positive development in its community.
4. The project must primarily (but not exclusively) benefit people who reside within the geographic boundaries of HTC's wire-line telephone service area.
5. The applicant shall not be eligible for more than 50% of the total cost of the project.
6. Funds to be matched must be raised from grants and/or loans, fundraisers, contributions or from direct financial contribution by the applicant.
7. The application must detail the planned use of the project funds and how the funds to be matched will be raised.
8. The authority to approve/disapprove an application is vested first in the Responsible Organization, next by HTC which shall have final approval.
9. HTC grant funds will not be approved for expenditures on the project which have been made prior to submittal of the application to the Responsible Organization.
10. Applicant will agree to allow the Cooperative to publicize its involvement in the applicant's funding.

Oversight

1. Approved funds will be disbursed from HTC to the Responsible Organization.
2. The Responsible Organization shall disburse funds to the applicant upon gaining assurance that the funds are to be used for the purpose described and upon receiving "proof of receipt" of matching funds having been raised.
3. The Responsible Organization shall report to HTC when the funds have been expended by the applicant.
4. Any suspected misuse of funds shall be reported immediately to HTC.
5. Awarded funds not used within 12 months of the award announcement will be returned to HTC.

Disclaimer

1. HTC shall not be held responsible for the results, direct or indirect, from the use of grant funds by the applicant or the decision of either the Responsible Organization or of HTC with regard to the application/applicant.
2. HTC reserves the right to reduce the amount of a grant for an application approved by a Responsible Organization.

Examples of Eligible Applicants / Projects

Some of the examples of projects that may qualify for matching funds include, but are not limited to:

- Cost to market a city's attributes, generally or for specific purpose of attracting a business/businesses
- Professional instruction offered to the community on the use of Internet, E-Commerce to promote small business
- Professional assistance in applying for State or Federal grants and low interest loans
- Emergency service personnel training costs, equipment costs, or other city dept. infrastructure improvements
- Facilities or improvement to facilities for health care or nutrition, general community use facilities, tourism
- Funds will not be issued for on-going costs of operation, such as utilities, cleaning, staffing, etc.

Halstad Telephone Community Cooperation Fund

A grant program for community betterment by Halstad Telephone Company

Application Form

SUBMIT THIS FORM TO YOUR LOCAL GOVERNMENT ENTITY

Name of Applicant _____

Applicant Tax ID # _____

Responsible Party (Government Entity of Jurisdiction) _____

Applicant Mailing Address _____

(Street or Box No.)

(City)

(State)

(Zip)

Applicant Daytime Telephone Number(s) _____

Applicant E-Mail Address _____

Amount of Funds Requested \$ _____ Total Project \$ _____

Source(s) of Funds to be Matched _____ \$ _____

_____ \$ _____

_____ \$ _____

Attach letter of endorsement and/or monetary support from a local government entity and/or area development commission.

Brief Project Description

Projected Start Date: _____

Projected End Date: _____

What will funds be used for, who will benefit, how will they benefit, other info: (attach separate sheet, if needed)

I, the undersigned applicant, have read and understand the eligibility guidelines for the ***HTC Community Cooperation Fund***, and have submitted above true and accurate information to the best of my ability.

Signature of Applicant _____ Date _____

SUBMIT THIS FORM TO YOUR LOCAL GOVERNMENT ENTITY

-----For Local Government Entity Use below this line-----

Approved for Submittal to HTC Disapproved More Information Needed

Gov't Entity Rep. signature/date _____